

## JOB DESCRIPTION

Position Title	Department	Reports to
A/P Clerk	Accounting	Sr Director of Operations
Employment Status	FLSA Status	Effective Date
Temporary X Full-Time Part-Time	X Non-Exempt Exempt	

### POSITION SUMMARY

The A/P Clerk performs a variety of accounting clerical tasks related to the maintenance/processing of payable account records/ invoices for Company's various clients and vendors. Performs some A/R functions for the department to ensure invoices were charged/collected correctly from client list.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Processing Accounts Payable (A/P) statements/reports with computer programs
- Auditing and verifying invoices and requisitions for goods and services
- Data-entering invoices for payment into com
- Processing backup reports after data entry
- Reviewing current vendors for possible renegotiating of rates/fees
- Managing weekly invoices for clients and confirming accurate
- Processing specific financial forms (e.g., sales tax forms, inventory/supplies order forms, )
- Establishing and maintaining confidential business files
- Calculating specific compensation rates for benefits and/or salaries (if applicable)
- Verifying coding and obtaining signatures for specific forms and records
- Maintaining inventory files and financial documents using an organized filing system as instructed electronically
- Recording administrative and office expenses in computerized programs
- Producing and preparing daily, weekly, monthly financial statements/reports for Manager
- Verifying transactions comply with financial policies and procedures established by the

## Company

- Upholding professionalism by providing courteous customer service to visitors, clients, and vendors
- Performing other duties as assigned

## **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- High school diploma or E.D. equivalent required
- Two or more years Accounts Payable (A/P) and/or equivalent experience required
- General understanding of accounting practices and principles
- Experience with automated accounting programs and systems
- Working knowledge of the Microsoft Office (e.g., Word, Excel, Outlook)
- Excellent computer skills using 10-Key by touch and ability to type 40 WPM
- Must possess proficient ability to communicate in English in oral and written format
- Ability to apply discretion and trust with confidential material
- Ability to maintain a high level of accuracy in preparing and entering financial data
- Ability to effectively apply analytical and problem solving skills
- Excellent time managing skills with the ability to multi-task, prioritize, and meet deadlines

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.